

## **Job description**

### **Country Finance Supervisor**

**Mission:** Under the supervision of the Regional Finance Manager, the Country Finance Supervisor is in charge of managing the country's financial operations including finalization of proposals and internal budgeting, financial reporting and optimizing utilization of financial resources in strict compliance with donor and HI regulations. The Country Finance Supervisor has to respect deadlines and anticipate the mission needs.

**Reports to:** Mekong Regional Finance Manager

**Interacts with:** accounting team, project team, technical team, HR team, logistics team, donors, partners

#### **Responsibility 1 : Carry out the financial management of the mission**

**Objective:** Ensure sound financial and accountancy management in compliance with internal procedures

***Benchmark:** 100% compliance with HI financial procedures, financial training/ induction to staff and local partners on Q basis and when need arises are provided, accurate program budget monitoring are provided during budget revision and financial closures, monthly budget follow up meeting with budget managers are realized, budget monitoring are updated on monthly basis, no interruption of money in the mission*

**Activities:**

- Providing accurate and realistic program budget monitoring (IN/R1/R2/R3/pre closing) and analyse the impact on the mission financial plan.
- On monthly basis, checking budget allocation of all expenses and in cooperation with the budget manager makes reallocation, when required. No unbudgeted lines exist in the budget monitoring
- Training, coaching and accompanying the budget managers to monitor and update their budget on monthly basis. Provide the budget follow-up on monthly basis for this purpose
- Ensuring that funding utilization is optimized and shares ideas to improve the use of HI/donor funds when appropriate
- Whenever necessary, alerting the mission on financial risks
- Providing accurate cash forecast on monthly basis
- Supervise the accountancy closure and the use of the bank accounts
- **Ensure the accountancy is in line with legal obligations and internal procedures**

#### **Responsibility 2: Carry out management of donor budget and funding contracts**

**Objective:** Ensure the proper use of donor funds in respect with their guidelines.

***Benchmark:** the main focal point of donor financial guidelines, donor documentation is structured, financial operations are in compliance with donor financial rules and regulation, timely and accurate donor reports*

**Activities:**

- Drawing up donor budget for proposals, including budget revision, in collaboration with Project Manager and Operations Coordinator
- Keeping up-to-date with the procedures of institutional donors and ensure compliance with these procedures
- Providing monthly donor budget follow up to the project managers with pertinent analysis and recommendations including anticipating the budget amendment
- Leading in preparation of timely and accurate financial reports
- Leading the preparation and roll out of financial audits, whether managed by the mission, regional or HQ, requested by donors or authorities, and maintain a good working relationship with the auditors
- Meeting with donors when required and upon request of the Regional Finance Manager
- Contributing & participating in project quarterly reviews sessions by providing financial follow up with analysis pertinent to financial situation of the project
- Maximize the use of donor funding to fulfil HI responsibility of co-funding
- In a consortium setup, taking charge to ensure proper financial management of the grant is provided and that HI fulfil its obligation

- Defining allocation of each donor contract for mid and annual closures

### **Responsibility 3: Carry out support to financial management of local partners**

**Objective:** to ensure partner's financial operations is in compliance with financial requirements of HI and those of the donors

*Benchmark: quarterly partner budget follow up is provided, financial part of the partner assessment is done before signing agreement, partner is trained on donor's and HI's financial procedures before and during the period of the agreement, financial terms in partnership agreement complies with the donor and HI procedures, partners forecast are accurate*

- Participating to partner assessment
- Providing training and coaching to the partners before and during the collaboration.
- Assisting Project Manager to follow up partners' budget by checking expenses allocation
- Providing at least quarterly follow up specific to the partner budget
- Assisting the project manager to check partners' forecast
- Contributing to the elaboration of the partnership agreements including development of financial articles and providing the financial annexes
- Participating in regular meetings with partners

### **Responsibility 4: Carry out management of staff under his/ her line management**

**Objective:** Promoting capacity building and independence of the staff to carry out her/ his responsibilities

*Benchmark: individual action plan for the staff are provided and reviewed at least once a year, training need for the staff is identified and implemented, responsibilities are delegated in line with job description*

#### Activities:

- Continuously working with the staff to promote her/ his independence in her/ his responsibility
- Setting individual action plan and reviewing it at the end of the year
- Identifying and implementing training plan for the staff as approved by the training committee
- Setting up daily internal and external communication and coordination mechanism
- Monitoring leaves, probationary period, end of contract of the staff

## **Professional skills**

- Master's degree in finance or business management
- Minimum 4 years experience in finance management
- Previous work experience with I/NGO
- Proven experience in team management and structuring
- Knowledge and experience of international donors procedures
- Demonstrated ability and motivation to build capacity and/or train others

## **Cross-cutting skills**

- Fluent in Arabic and English (French a plus)
- Excellent organizational skills
- Excellent oral and written communication skills
- Excellent diplomatic, presentation, interpersonal communication skills

### **Technical Competencies**

Level: 0 - Not required      3 - Autonomous  
1 – Knowledge      4 - Proven  
2 – Underway      5 - Expert

Competency	Level
1 - Operational	
Project management	
Strategic and operational Planning	2

### **Behavioral Competencies**

	Required
Organizational skills	Yes
Independency	Yes
Team Player	Yes
Decision Making	Yes
Analytical	Yes
Communication	Yes

Monitoring	1
Evaluation	1
<b>Report Skills</b>	
Data collection	2
Data analysis	3
Report writing skills	2
<b>Training skills</b>	
Facilitation	2
Capacity building	2
Training / workshop	2
Training manual development	2
<b>2- Finances</b>	
<b>Finances management</b>	
Budget construction	3
Budget monitoring	4
Budget reporting	4
Cash Forecast	4
Financial rules	3
Donor rules	3
<b>Accountancy Management</b>	
Accounts control	1
Cash flow management	2
<b>3- HR Management</b>	
Staff Administration	2
Recruitment	2
Staff assessment process	2
Training plan	2
Career management	2
Staff management	2
<b>4 - Logistics</b>	
Logistics procedures	2
Driving licence	0
<b>5- Administration</b>	
Archiving system	3
Contracts management	3
<b>6- Technical Skills</b>	
Experience in the field of expertise	
Clinical skills	
Case management skills (pers. Approach, referrals, etc.)	
Community based approach	
Inclusion/Advocacy skills	

Multi-tasking	Yes
Attention to detail	Yes
Transparency / integrity	Yes
Innovative / creative	Yes
Problem/ conflict solving	Yes

## **Cross-cutting skills**

Level: 0 - Not required      3 - Advanced  
 1 – Basic                      4 - Fluent  
 2 - Intermediate

<b>Language</b>	
English	3
Arabic	4

Level: 0 - Not required      3 - Advanced  
 1 – Basic                      4 - Expert  
 2 - Intermediate

<b>Computer Skills</b>	
MS word	3
Ms Excel	4
Ms Power point	3
Internet	4
Electronic messaging	4
Others:	

Place, Date: .....  
 HANDICAP INTERNATIONAL (HI)  
 Represented by the Program Director

Signature:.....

EMPLOYEE

Signatures should be preceded by the annotation "read and approved"

Signature:.....

Project / Theme : Job descriptions  
Type of document : work document  
Writer :

Version : EV  
Reference :  
Validation :

Last update : September 2019  
Dissemination : internal  
Status : FINAL